

# CCR Data Element Business Rules

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**Field Name: State / Province Code**

**Usage:** Conditional

**Type:** Alpha

**Length:** 2

**Rules:** Any valid 2-character USA state or possession or any valid Canadian Province. All other countries, this field is left blank.

**Field Name: Correspondence Flag**

**Usage:** Mandatory

**Type:** Alpha

**Length:** 1

**Rules:** Single alpha character: M = US Mail, F = Fax, and E = Email. Used to discern the preferred correspondence type.

**Field Name: Standard Industrial Classification (SIC) Code**

**Usage:** Mandatory

**Type:** Numeric

**Length:** 4

**Multiple:** Yes, 20

**Rules:** Four-position SIC code, any valid digit. At least one occurrence must be entered. No spaces allowed.

**Field Name: Taxpayer Identification Number (TIN)**

**Usage:** Conditional

**Type:** Numeric

**Length:** 9

**Rules:** Full 9-digit numeric, no spaces. Mandatory for USA non-government profiles only.

**Field Name: Dun and Bradstreet Data Universal Numbering System (DUNS)**

**Usage:** Mandatory

**Type:** Numeric

**Length:** 9

**Rules:** Full 9-digit numeric, no spaces. Must meet D&B algorithm check.

**Field Name: Country Code**

**Usage:** Mandatory

**Type:** Alpha

**Length:** 3

**Rules:** Any valid 3-character country code found in the ISO3166 standard. Must be uppercase format.

**Field Name: Federal Supply Class (FSC)**

**Usage:** Optional

**Type:** Numeric

**Length:** 4

**Multiple:** Yes – limit 10

**Rules:** Any valid 4-position Federal Supply Classification code. No spaces.

**Field Name: Marketing Partner Identification Number (MPIN)**

**Usage:** Mandatory

**Type:** Alphanumeric

**Length:** 9

**Multiple:** No

**Rules:** A 9-character alphanumeric field; must include at least one alpha and one numeric character. Spaces are not allowed.

**Field Name: DUNS + Four**

**Usage:** Optional

**Type:** Alphanumeric

**Length:** 4

**Rules:** Full 4-character uppercase alphanumeric value, no spaces. Address must be equal to that of a DUNS record with a plus4 of spaces (Primary Profile). Used for multiple EFT remittance locations. CAGE Code must also differ from the primary profile record.

**Field Name: State of Incorporation**

**Usage:** Conditional

**Type:** Alpha

**Length:** 2

**Rules:** Two-character alpha abbreviation, no spaces. Mandatory for USA profiles only, must be state, province, or territory of the USA.

**Field Name: Country of Incorporation**

**Usage:** Conditional

**Type:** Alpha

**Length:** 3

**Rules:** Full 3-character ISO3166 standard country code, no spaces. Mandatory for profiles incorporated in a foreign territory and not in the USA.

**Field Name: Number of Employees**

**Usage:** Mandatory

**Type:** Numeric

**Length:** 15

**Rules:** From 1- to 15-digit numeric value, no imbedded spaces. Zero is permitted as average employee total from the previous year.

**Field Name: Annual Revenue**

**Usage:** Mandatory

**Type:** Numeric

**Length:** 15

**Rules:** From 1- to 15-digit numeric value, no imbedded spaces. Average yearly receipts for the past three years. No decimals, rounded to the nearest dollar.

**Field Name: Business Start Date**

**Usage:** Mandatory

**Type:** Numeric

**Length:** 8

**Rules:** Full 8-digit numeric value, no spaces. In MM/DD/YYYY format. Date business was

started or acquired. Note: EDI format is YYYYMMDD.

**Field Name: Fiscal Year End Close Date**

**Usage:** Mandatory

**Type:** Numeric

**Length:** 4

**Rules:** Full 4-digit numeric value, no spaces. In MM/DD format. Date business accounting period closes. Note: EDI format inserts current year: YYYYMMDD.

**Field Name: Company Security Level**

**Usage:** Optional

**Type:** Numeric

**Length:** 2

**Rules:** Full 2-digit numeric value, no spaces. Use: 90-Government Non-Classified, 92-Government Confidential, 93-Government Secret, 94-Government Top Secret.

**Field Name: Highest Employee Security Level**

**Usage:** Optional

**Type:** Numeric

**Length:** 2

**Rules:** Full 2-digit numeric value, no spaces. Use: 90-Government Non-Classified, 92-Government Confidential, 93-Government Secret, 94-Government Top Secret.

**Field Name: Organizational Type**

**Usage:** Mandatory

**Type:** Alphanumeric

**Length:** 2

**Rules:** Full 2-character alphanumeric value, no spaces. Only one Organizational Type allowed. Note: when 2J is selected, then Owner information is also required in the PER01 as OW, PER02 as Name, PER03 as Number.

Type	Name
2J	Sole Proprietorship / Individual
2K	Partnership
2L	Corporate Entity (Not Tax Exempt)
8H	Corporate Entity (Tax Exempt)
2A	U.S. Government Entity
CY	Country - Foreign Government
X6	International Organization
2U	Other not-for-profit facility

**Field Name: Business Types**

**Usage:** Mandatory/Optional

**Type:** Alphanumeric

**Length:** 2

**Multiples:** No

**Rules:** Any valid 2-position text character, no leading spaces, must be uppercase. Must be from list of valid Business types. Only one is Mandatory. Code A8 should not be used with code M8. See NOTE A1.

**Use of only one of these three business types is mandatory.**

Type	Name
V2	Grants

VN	Contracts
VW	Contracts and Grants

**These Business Types are set by the U.S. Small Business Administration (SBA) and cannot be selected by the registrant directly.**

Type	Name
21	Small Business
A4	SBA Certified Small Disadvantaged Business
A6	SBA Certified 8(a) Program Participant
B2	Emerging Small Business
XX	SBA Certified Hub Zone Firm

**The rest of the Business Types are all self selected.**

Type	Name
05	Alaskan Native Corporation Owned Firm
12	Local Government
1A	Minority Institution
1B	Tribally Owned Firm
1D	Small Agricultural Cooperative
1R	Private University or College
20	Foreign Owned and Located
23	Minority-Owned business
27	Self-Certified Small Disadvantaged Business
2F	State Government
2R	Federal Government
2U	Other Not-for-Profit Organization
2X	For-Profit Organization
3I	Tribal Government
6D	Domestic Shelter
77	Service Provider
80	Hospital KM Planning Commission
86	Interstate Entity
8B	Housing Authorities Public/Tribal
8U	Native Hawaiian Organization Owned Firm
95	Research and Development
A2	Women-Owned Business
A3	Labor Surplus Area Firm
A5	Veteran Owned Business
A7	JWOD Nonprofit Agency
A8	Nonprofit Organization
B1	Construction Firm
B9	Large Business
BZ	Foundation
C6	Municipality
C7	County
C8	City
E6	Architecture and Engineer Corporation
FO	Township
FR	Asian-Pacific American Owned

FY	Veterinary Hospital
G6	1862 Land Grant College
G7	1890 Land Grant College
G8	1994 Land Grant College
G9	No Representation/None of the Above
GW	Hispanic Servicing Institution
H2	Community Development Corporation
H6	School District
HB	Historically Black College or University
HK	Community Developed Corporation Owned Firm
HQ	DoT Certified Disadvantaged Business Enterprise
HS	Tribal College (other than 1994)
LJ	Limited Liability Company
M8	Educational Institution
MF	Manufacturer of Goods
MG	Local Government Owned
NB	Native American Owned
NG	Federal Agency
OH	State Controlled Institution of Higher Learning
OW	American Indian Owned
OY	Black American Owned
PI	Hispanic American Owned
QF	Service Disabled Veteran Owned
QU	Veterinary College
QW	Federally Funded Research and Development Corp.
QZ	Subcontinent Asian (Asian-Indian) American Owned
T4	Port Authority
TR	Airport Authority
TW	Transit Authority
UD	Council of Governments
XS	S Corporation
XY	Indian Tribe (Federally Recognized)
ZR	Inter-Municipal
ZW	School of Forestry

**Field Name: Credit Card**

**Usage:** Optional

**Type:** Alpha

**Length:** 1

**Rules:** One-character alpha value, no spaces. Use: Y for will do business with a Government credit card and N, the default, for will not do business with a credit card.

**Field Name: Street Address 1**

**Usage:** Mandatory

**Type:** Alphanumeric

**Length:** 55

**Rules:** Any valid text characters used as location of the business, from 1 to 55 in uppercase and no leading spaces. The following strings are not acceptable for the Physical Address only: "PO BOX", "PO", "BOX", "C/O", "CO", "CARE OF", "POST OFFICE".

**Field Name: Street Address 2****Usage:** Optional**Type:** Alphanumeric**Length:** 55**Rules:** Any valid text characters used as location of the business, from 1 to 55 in uppercase and no leading spaces. This is in addition to the Street 1 address. PO BOX and other items unallowed for line 1 may be entered here.**Field Name: Company Name/Legal Business Name****Usage:** Mandatory**Type:** Alphanumeric**Length:** 120**Rules:** Any valid text character, the legal name of the business. Uppercase format, no leading spaces.**Field Name: Doing Business As (DBA)****Usage:** Optional**Type:** Alphanumeric**Length:** 60**Rules:** Any valid text characters used as a name field, from 1 to 60 in uppercase and no leading spaces. Must differ from legal business name.**Field Name: Division Name****Usage:** Optional**Type:** Alphanumeric**Length:** 60**Rules:** Any valid text characters used as a name field, from 1 to 60 in uppercase and no leading spaces. Used to identify a division of a larger company.**Field Name: Division Number****Type:** Alphanumeric**Length:** 10**Rules:** Any valid text characters from 1 to 10 in uppercase and no leading spaces. Used to identify a division by number of a larger company.**Field Name: Lockbox Number****Usage:** Optional**Type:** Alphanumeric**Length:** 20**Multiple:** No**Rules:** Any valid alphanumeric value assigned by a financial institute. Note: Can only be entered if a financial institute was entered.**Field Name: Authorization Date****Usage:** Conditional**Type:** Numeric**Length:** 8**Multiple:** No**Rules:** Effective date of EFT account authorization in MMDDYYYY format. This date will be displayed in MM/DD/YYYY format. Note: Authorization Date will be entered automatically each time the CCR registration is updated/renewed. The Authorization Date will be the same as

the date updated. Must be present if an ABA Routing Number/financial institute was entered.

**Field Name: Social Security Number**

**Usage:** Conditional

**Type:** Numeric

**Length:** 9

**Rules:** Full 9-digit numeric value assigned to an individual by the US Government, used when taxpayer ID number (TIN) is not available. Used only on a USA trading partner profile with an organizational type of "Sole Proprietorship".

**Field Name: Zip Code + 4**

**Usage:** Mandatory

**Type:** Numeric

**Length:** 4

**Rules:** Any valid 4-digit Zip+4 code for a USA state or province. A valid Zip code+4 must be entered.

**Field Name: Zip Code**

**Usage:** Mandatory

**Type:** Numeric

**Length:** 5

**Rules:** Any valid 5-digit Zip code for a USA state or province found in the National Zip and Post Office Directory, Publication 65. Not to be used when TPP is a Non-USA registrant. See also Postal code.

**Field Name: Registration Date**

**Usage:** Mandatory, machine generated

**Type:** Numeric

**Length:** 8

**Rules:** Full 8-position numeric date field in YYYYMMDD format. Date the initial registration was submitted. This date will not change. Display format MM/DD/YYYY.

**Field Name: ABA Routing ID**

**Usage:** Conditional

**Type:** Numeric

**Length:** 9

**Multiple:** No

**Rules:** Any valid 9-digit number contained in the American Bankers Association list of valid financial institutes. Must be used for USA trading partners. Note: If a waiver has been entered, then this field should have "123456789" in it.

**Field Name: Account Type**

**Usage:** Conditional

**Type:** Alphanumeric

**Length:** 1

**Multiple:** No

**Rules:** A "C" for checking or "S" for saving. Note: Must be entered if a financial institute was entered.

**Field Name: Account Number**

**Usage:** Conditional



**Type:** Alphanumeric and Symbols

**Length:** 30

**Multiple:** No

**Rules:** Any valid number containing an account number of valid financial institutes checking or savings account. Must be used for USA trading partners. Note: If a waiver has been entered, then this field should have “WAIVER” in it.

**Field Name: POC Type**

**Usage:** Conditional/Mandatory/Optional

**Rules:** Point of Contact. Any valid text characters, no leading spaces, must be uppercase. See NOTE A2.

Type	Name	Usage	Multiple
RI	Remittance Information	Mandatory	No
B3	Previous Business Name	Optional	No
QW	Government Parent	Optional	No
FE	Mailing Address	Mandatory	No
MJ	Financial Institute	Conditional	No
60	Sales Person (Government Business POC)	Optional	Two
R2	Reporting Officer (Past Performance POC)	Optional	Two
ZR	Validating Party (Electronic Business POC)	Optional	Two
AF	Authorized Financial Contact (Acct Rec)	Mandatory	No
CE	Certifier (Registrant Name)	Mandatory	No
EA	EDI Coordinator	Conditional	No
IC	Alternate Certifier(Alt. Contact Info-Registrant)	Mandatory	No
OW	Owner (Required for Sole Proprietor)	Conditional	No
CN	Corporate Information	Optional	No

Notes:

1. EA is mandatory if EDI data is entered.
2. OW is mandatory if corporation type is Sole Proprietor.
3. See also Phone Number, International Phone number, Fax number, and Email data element descriptions.
4. See NOTE A4 at the end of this document.
5. Phone Number, Fax number and email are mandatory if a name is entered into the Government Business POC, Past Performance POC, or Electronic Business POC fields.

**Field Name: US Phone Number**

**Usage:** Conditional

**Type:** Numeric

**Length:** 10

**Multiple:** Yes (2)

**Rules:** Phone Number is the number used for a USA location. This number is a full 10-digit number excluding special or alpha characters: xxxxxxxxxxxx format. Note: See POC/Numbers field for type of contacts associated with this number. See Note A3.

**Field Name: Point of Contact Name**

**Usage:** Optional

**Type:** Alphanumeric

**Length:** 60

**Rules:** Any valid name of the point of contact type

**Field Name: POC Street Address**

**Usage:** Mandatory  
**Type:** Alphanumeric  
**Length:** 55  
**Rules:** Any valid street address for the Point of Contact

**Field Name: City**  
**Usage:** Mandatory  
**Type:** Alphanumeric  
**Length:** 35  
**Rules:** Any valid alphanumeric text representing a city name where the business resides. Must be in uppercase format, no leading spaces.

**Field Name: Parent DUNS number**  
**Usage:** Optional  
**Type:** Numeric  
**Length:** 9  
**Rules:** Full 9-digit numeric value, no spaces. Must meet D&B algorithm check.

**Field Name: Postal Code**  
**Usage:** Optional  
**Type:** Alphanumeric  
**Length:** 35  
**Rules:** Any alphanumeric code in uppercase format. Cannot contain USA ZIP codes. Cannot contain imbedded spaces. Special characters: a dash "-" only.

**Field Name: Expiration Date**  
**Usage:** Mandatory  
**Type:** Numeric  
**Length:** 8  
**Rules:** Full 8-position numeric date field in YYYYMMDD format. The date the registration will expire. This date will change with each update transaction processed against the TPP. Display format MM/DD/YYYY.

**Field Name: US PHONE EXT**  
**Usage:** Optional  
**Type:** Alphanumeric  
**Length:** 10  
**Multiple:** No  
**Rules:** Any valid telephone extension, if any.

**Field Name: Non-US Phone Number**  
**Usage:** Conditional  
**Type:** Alphanumeric  
**Length:** 30  
**Multiple:** Yes (2)  
**Rules:** Non-US Phone Number is the number used for all locations outside of the USA. This number has no set format. Note: See POC/Numbers field for type of contacts associated with this number. See Note A3.

**Field Name: FAX US only**  
**Usage:** Conditional

**Type:** Numeric

**Length:** 30

**Multiple:** Yes (2)

**Rules:** FAX Number is the number used for a USA location. This number is a full 10-digit number including the area code in (xxx)xxx-xxxx format. Note: See POC/Numbers field for type of contacts associated with this number. See Note A3.

**Field Name: Email**

**Usage:** Conditional

**Type:** Alphanumeric

**Length:** 80

**Multiple:** Yes (2)

**Rules:** Email address. Note: See POC/Numbers field for type of contacts associated with this number. See Note A3. Both upper and lower cases are acceptable.

**Field Name: SIC 2+2 Code**

**Usage:** Optional

**Type:** Numeric

**Length:** 4

**Multiple:** Yes - limit 10

**Rules:** Combined with SIC Code to provide more granularity. Any valid 4-digit D&B SIC 2+2 code suffix. No spaces permitted.

**Field Name: Product Service Code (PSC)**

**Usage:** Optional

**Type:** Numeric

**Length:** 4

**Multiple:** Yes - limit 10

**Rules:** Any valid 4-position PSC code. No Spaces.

**Field Name: –North American Industrial Classification System (NAICS)**

**Usage:** Mandatory

**Type:** Numeric

**Length:** 6

**Multiple:** Yes – limit 20

**Rules:** Valid 6-digit codes only, must be found in the NAICS\_DATA table.

**Field Name: Corporate Web Page URL**

**Usage:** Optional

**Type:** Alphanumeric

**Length:** 200

**Rules:** Any freeform text up to 200 characters. Both upper and lower cases are acceptable.

**Field Name: CAGE Code**

**Usage:** Conditional

**Type:** Alphanumeric

**Length:** 5

**Rules:** Full 5-character alphanumeric value, no spaces. Must meet CAGE validation check. If USA profile and left blank, then a CAGE Code will be assigned by the Defense Logistics Information Services. Mandatory if non-USA profile. Must be in uppercase format.

## **APPENDIX A - NOTES**

**NOTES: A1:** When codes 20, 2L, or 8H are used, then the Incorporated State or Incorporated Country must also be used. If XS is used, then also 2L must be used. When 2J, 2K, 2L, 8H, 2A, CY, and X6 are used, then at least one business other than those listed must be used.

**A2:** The RI - Remittance address is mandatory for all trading partner profiles(TPP). If the TPP is a government entity, the registrant must provide a QW-Government to identify the activity or agency of the registrant.

**A3:** The contact type numbers including the USA phone number, Non-US phone number, as well as the Email address are all mandatory fields; the fax number is optional. Only one of the numbers is then mandatory. All four are permitted. These numbers are not permitted unless the POC name is entered.

**A4:** Communication Number (ENE03). For commercial registrants, when ENE01 cites code SC, provide three-character VAN code of the certified VAN providing connectivity to the government for the party identified in the following N1 segment. For Government registrants, identify the site by specifying the data entry placed in the GS02 in interchanges being sent by the site. For those government registrants who are connected to the Government Electronic Commerce Infrastructure (ECI) via either a gateway or the DEBX, identify the site by specifying the "Site GS Code" entry for the registrant.